

*This document accompanies the Example CV. It provides a detailed description of each of the components that should be included in the CV and CV Summary page(s).*

## **Recommended CV Instructions for the Therapist Category**

The CV Summary (Cover) page(s) provides the promotion board a quick glance of the highlights of an officer's career and reflects an officer's activities and accomplishments toward the Promotion Precepts. It is the first or second page of your CV and should be faxed in together with your CV as one document. The layout of the cover page follows the 5 Promotion Precepts and their respective benchmark factors. The maximum page limit for the CV Summary is 2 pages as longer summary sheets are too detailed and become less effective. The length of the CV is not limited and is greatly determined by the length of your career and contributions.

There will be some redundancy in the CV Summary page to the CV. Remember to selectively list career highlights in the Summary page while listing and providing detailed information in the CV including the impact of your accomplishments. The Officer Statement (OS) will also allow opportunity to expound on career highlights.

### **Formatting Instructions:**

- Font size: 11 or 12, Times New Roman
- Length: 1-2 pages only for CV summary page(s), CV not limited
- Use page numbers – the CV summary is page 1(2) of your CV

### **IMPORTANT TIPS TO REMEMBER:**

- Formatting your CV according to the category specifications assists the Promotion Boards in their review and accuracy.
- Remember that the CV Summary is page 1 or 2 of your CV.
- The CV Summary and CV should always be faxed in as a single document.
- Do not fax the CV Summary and CV separately. One of them will be deleted as OCCO discards any previous CV documents.
- Make sure to follow the FAX machine instructions for document placement before sending to avoid having your documents being placed upside down in your eOPF.
- After sending your documents to your eOPF log in and check for completeness and accuracy of your document placement.

### **Precept 1: Performance**

*Indicate your Commissioned Corps Honor awards, PHS Service Awards and non-Commissioned Corps awards. Include your leadership positions and mission contributions.*

- **Awards:** CC Honor awards, other Awards (Field Medical Readiness Badge (FMRB), category awards) and PHS Service awards (Special Assignment Awards, Isolated Hardship Award, Hazardous Duty, NEPA/CRSA, Foreign Duty)
- **Leadership:** List positions and activities that demonstrate a leadership role through contributions as a member of a task force, group, team or committee at the Branch, Division, Area, Agency or Commissioned Corps level or local, regional, national or

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international level. Increasing breadth of responsibility/impact should be demonstrated as rank increases.

- **Mission Contribution:** List positions and activities that reflect contributions to the Mission of the PHS at the local, regional, national or international level. Deployments and role may be listed here briefly.

## **Precept 2: Education, Training, and Professional Development**

*Include the following (list all that apply):*

- Professional degrees,
- Specialty residencies,
- Approved board certifications,
- Other specialty certifications

## **Precept 3: Career Progression and Potential**

*Billets, Assignment, and Mobility reflect all of the work assignments the officer has had from the first assignment to current; the therapist category takes into consideration geographic and programmatic mobility. Format by date, assignment name, agency, and location, billet level of that assignment, and the rank held in that assignment.*

- **Date:** The dates of when an assignment began and ended should be listed; except for the current assignment which should state “Present”. List your present assignment first.
- **Assignment/Billet Name, Agency, And Location:** The different billet titles should stand out and be listed before Agency name and Location (city/state). This information should mirror what is indicated in the officer’s PIR as well as Work Experience listings on the full CV. Be sure to document additional acting duties on the COER and if possible in some other letter faxed to the eOPF.
- **Billet Level and Rank:** It is important to note current billets served alongside rank during time in which position was held. It is viewed favorably when an officer works in a position billeted higher or equal to their rank.
- **Assimilation:** For Assimilation an officer is either:
  - Regular Corps Assimilated (in which case the date of assimilation should be provided).
  - An officer who has applied to become a Regular Corps Officer but whose application is awaiting review (in which case you would indicate that you have applied).
  - An officer who has applied for assimilation to the Regular Corps and was recommended for approval but is waiting for Congress to concur with the recommendations or is waiting on some other delay (in which case you would indicate applied, approved, and waiting for congressional approval).(FYI - Continue to indicate assimilation status until otherwise indicated as the Corps continues to evaluate the provisions and develops a plan for the implementation of the “Patient Protection and Affordable Care Act”).
- **Collateral Duties:** indicate in this section any collateral duties at the local, institutional, state, or regional level. These duties should indicate increasing complexity, responsibility, and impact. The description should include the scope of influence on your colleagues or your practice.

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#### **Precept 4: Professional Contributions and Services to the PHS Commissioned Corps (Officership)**

*Address activities and accomplishments evidencing officership in the context of a transformed Corps. Focus on the contributions the officer has made to the Corps.*

- **Membership/Involvement in PAC and Advisory Groups:** List any membership/involvement in PAC, other Commissioned Corps Committees or Advisory Groups, (e.g. COA, HOAC, JOAG, MOLC). Leadership roles should be in Performance or Leadership above.
- **Recruitment Activities:** List formal and informal recruitment activities and participation.
- **Mentoring:** List Mentor Program activities, mentor or mentee. Also list participation in agency, community volunteer mentoring programs.
- **Officer Basic Course (OBC):** List OBC or Basic Officer Training Course (BOTC) and Independent Officer Training Course (IOTC) and receipt of the Commissioned Corps Training Ribbon (CCTR).
- **Professional Organizations:** List membership and any contributions to your professional organization.
- **Other:** List other Official Corps/PHS activities that demonstrate your commitment as a career officer such as Honor Guard, Color Guard, PHS Ensemble, Aide-de-Camp, and COA.

#### **Precept 5: Readiness**

*Indicate your OFRD readiness status. If deemed “Mission Critical” indicate with “Selected as Mission Critical and placed on Agency Hold.*